

English Access Microscholarship Program (Access) Application

Introduction to the Access Program

The English Access Microscholarship Program (Access) provides a foundation of English language skills to bright, economically disadvantaged 13-20 year-olds through two years of After School Instruction and Intensive Sessions. Access students also gain an appreciation for U.S. culture and democratic values through enhancement activities. A greater sensitivity to cultural differences, coupled with the acquired English language skills, will enable the participants to take advantage of opportunities that had previously been unavailable to them.

The potential in-country educational service provider (provider) must review the Official Access Handbook from the Office of English Language Programs in Washington D.C. All providers should demonstrate the ability to meet all program requirements prior to submitting an application to administer a local Access Program.

Provider Points of Contact

In-Country Educational Service Provider

Name of Provider Institution:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
Province:	<input type="text"/>
Country:	<input type="text"/>

Provider Contact

Job Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

U.S. Embassy/Consulate Points of Contact

U.S. Embassy/Consulate Contact (Primary- must be a Foreign Service Officer)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

U.S. Embassy/Consulate Contact (Secondary- must be a Foreign Service Officer)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

U.S. Embassy/Consulate Contact (Tertiary- may be other U.S. Embassy/Consulate personnel)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

In-Country Educational Service Provider

In-Country Educational Service Provider

Provide a brief history of the provider outside of the Access Program. Include information regarding the provider's capacity to run the Access Program. **Note: Also provide an overview of the teachers' qualifications who will be instructing Access students (for example, degree requirements, minimum years of teaching experience, etc.).**

(Type up to 2,000 characters)

Provider Facility

Please choose one of the following options:

- ☐ Classes take place at the provider's facilities
- ☐ Classes take place at a location other than the provider's facilities

List the names of each facility where Access classes will be take place.

(Type up to 1,000 characters)

Distinguishing Features

Choose one or both of the following distinguishing features as appropriate.

- ☐ Program exclusively designed for Access students
- ☐ Program designed for Access students and students from the Provider's regular classes

English Language Instruction

Computer Instruction

Access programs, whenever possible, should include computer instruction to complement English language instruction and enhancement activities. Indicate if the provider plans to offer computer classes, multimedia learning, or social media activities. **Note: All options for computer instruction are strongly suggested but may not be applicable to the Provider's Access Program. If possible, please "like" us on <https://www.facebook.com/AccessProgramHQ>.**

Computer Instruction	Check if type of computer instruction will occur
Computer Classes	<input type="checkbox"/>
Multimedia Learning	<input type="checkbox"/>
Social Media Activities	<input type="checkbox"/>

Textbooks

Provide the title and edition of the American English textbook(s) that will be used during the Access Program.

Textbook 1	Example: Title of book, Edition number
Textbook 2	
Textbook 3	
Textbook 4	
Textbook 5	

Provide a brief description of how the selected textbooks contain information to assist in teaching U.S. Culture and Values (e.g. chapter or unit titles, unit activities, etc.) If applicable, list examples of supplemental resources and materials that will be used such as film titles, book titles, and magazine or newspaper titles. For classroom resources please visit the U.S. Department of State website for professionals teaching English as a foreign language: <http://americanenglish.state.gov>

(Type up to 1,000 characters)

Program Overview

Required Hours

The Access Program is a two-year program that provides at least 360 hours of English language instruction over the course of the program, reasonably distributed over the two year period, and includes an introduction to U.S. culture and values. These *hours of instruction can be provided during After School Instruction and Intensive Sessions*.

See the Access Handbook for a description of what constitutes After School Instruction and Intensive Sessions.

After School Instruction

Complete the chart below showing the breakdown of the number of hours per week for After School Instruction.
Note: The hours of the After School Instruction indicated below must match the hours indicated on the proposal budget. If a component of After School Instruction does not take place every week, estimate the hours per week based on the total number of hours.

After School Instruction	Number of hours per week
General Classroom Instruction	
Computer Instruction	
Enhancement Activities	
Total hours of After School Instruction per week	0.00

Check all that apply. Classes will be held:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Intensive Sessions

If applicable, describe the Intensive Session(s) that will be held by the provider including who will participate (students, teachers, administrators, etc.), types of activities, and where it will take place.

(Type up to 1,000 characters)

Quality Control

Validate each mandatory quality control requirement the provider will fulfill.

Access Handbook Review

- ☐ The Provider has received and reviewed a copy of the Official Access Handbook from the Office of English Language Programs in Washington D.C. Note: There will be updates to the handbook throughout the course of the program. Please contact your Embassy for the latest edition.

English Language Instruction

- ☐ Participants will receive at least 360 hours of instruction over the course of the program, reasonably distributed over the two year period.

Introduction to U.S. Culture and Values

The three main elements of U.S. culture and values will be included in the Access Program through enhancement activities that occur at least once a quarter throughout the two-year program.

- ☐ Course topics relating to U.S. Culture and Values
- ☐ Personal Development
- ☐ Community Service

Program Participants

- ☐ All students will be bright, economically-disadvantaged youth.
- ☐ The student will not be younger than 13 years old on the first day of class.
- ☐ The student will not be older than 20 years old on the first day of class.
- ☐ Participants will receive a Certificate of Award signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer.

Class Size and Gender-Balance

- ☐ Classes will have between 12 and 25 students per class.
- ☐ Classes will be gender-balanced with 50% girls and 50% boys

Reporting

- ☐ The Provider will send written and financial reports to the respective U.S. Embassy/Consulate, the recipient organization based in the U.S., and the Office of English Language Programs in Washington D.C., and establish a

system and schedule for sending the reports. If reports are not submitted according to the agreed upon schedule, payments will be delayed.

- ☐ The Provider will complete the Access Student Enrollment Form. This form must be submitted at the start of the program and then updated at the end of the program.
- ☐ The Provider will file completed Access Photo and Video Release forms for all students (pending parent/guardian approval) and teachers at the start of the program.

Evaluation Overview

- ☐ In accordance with the Access Program goals, the Provider will establish a system for monitoring and evaluating the progress of Access students.
- ☐ The students will be given the same language proficiency test that was used at the beginning of the program (pre-test) at the end of the program (post-test) to accurately track student progress. Results will be shared with the U.S. Embassy/Consulate.

Graduation Requirements

- ☐ Participants will receive a Certificate of Completion signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer.
- ☐ The provider acknowledges that the minimum passing grade and minimum passing attendance for Access students is 70%

For U.S. Embassy/Consulate only

Please sign and print the following page and submit to your
Regional English Language Officer (RELO) and Regional Program Officer.

Expected impact of the Access Program: State the mission strategic goals that this Access Program will meet and provide a brief description of the program's impact as related to these goals.

(Type up to 2,000 characters)

I confirm that the U.S. Embassy/Consulate in _____ (country) commits to fulfill the following mandatory requirements:

- ☐ Collect, review, and approve proposals, reports, and alumni data for all Access programming in this provider.
- ☐ Approve the selection of participants for this program.
- ☐ Ensure U.S Embassy/Consulate participation in at least one enhancement activity.

- ☐ Conduct at least one site visit to this in-country educational service provider each year and submit completed site visit checklist or other evaluation documents to RELO and ECA.
- ☐ Provide certificates signed by the U.S. Ambassador or other U.S. Embassy/Consulate Officer to the students at the beginning and end of the Access Program.

Public Affairs Officer or Cultural Affairs Officer

Print Name

Date

Public Affairs Officer or Cultural Affairs Officer

Signature